

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 22nd day of July 2015  
at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman  
Commissioner James Riester, Vice-Chairman  
Commissioner Dennis Brochey  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis  
Commissioner Lee Wallace

EXCUSED: Robert P. Lannon, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Teresa Misiti, GHD Consulting Services  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the minutes of the June 24, 2015 meeting be approved as presented. This motion was carried with Commissioner Cliffe of the Town of Wheatfield abstaining from the vote.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	32.90
Dig Safely	Digging Notifications	83.00
Frontier	Mapleton Rd PS	55.22
M&T Trust Company	Administrative Fees for Bond Payment/2012E	3,090.00
National Fuel	Plant	111.39
National Grid	Elec Dist - East Canal PS	946.11

National Grid	Elec Dist. - Mapleton Rd	142.94
National Grid	Elec Dist - Moyer Lift	67.97
National Grid	Plant	7,857.17
National Grid	Elec Dist - Shawnee Road	187.75
National Grid	Elec Dist. - Tonawanda Creek Road	424.22
National Grid	Elec Dist. - Townline Road	607.93
National Grid	2044 Niagara Falls Blvd (meter)	22.03
National Grid	2059 Niagara Falls Blvd (meter)	21.34
Niagara County Public Works	Elec Supply - Tonawanda Creek Road (Feb & March 2015)	1,050.16
Niagara County Public Works	Elec Supply - Mapleton PS (March & April 2015)	985.27
Niagara County Public Works	Elec Supply - East Canal PS (March & April 2015)	2,739.59
Niagara County Public Works	Elec Supply - Moyer Lift (March & April 2015)	130.18
Niagara County Public Works	Elec Supply - Shawnee Rd (March & April 2015)	320.63
Niagara County Public Works	Elec Supply - Townline Rd (March & April 2015)	1,416.99
Niagara County Public Works	Elec Supply - Plant (March & April 2015)	27,724.43
Niagara County Public Works	Elec Supply - Rapids Road (Jan, Feb, March, April 2015)	1,222.69
NYSEG	Rapids Rd PS - Electric & Natural Gas	397.27
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	753.46
Town of Wheatfield Water	Moyer Lift PS	12.60
Town of Wheatfield Water	Mapleton Rd PS	12.60
Town of Wheatfield Water	Shawnee Road PS	12.60
Town of Wheatfield Water	Townline Road PS	258.85
Verizon	East Canal	25.06
Verizon	Moyer Lift PS	25.10
Verizon	Plant	138.12
Verizon	Rapids Rd PS	25.05
Verizon	Shawnee Road PS	24.75
Verizon	Tonawanda Creek Rd PS	29.44
Verizon	Townline Road PS	25.08
Verizon Wireless	Cellular Phones	70.64

TOTAL

\$ 51,063.88

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Absolute Standards	Laboratory Supplies	250.00
Allied Waste Services #111	Recycling Service	38.07
Allied Waste Services #111	Sludge Disposal	22,965.54
Augies Automotive	2013 Ford F-350 Vehicle Inspection	26.00
Bison Laboratories, Inc.	Sodium Hypochlorite	2,667.55
Bison Lift Trucks	Repair to Forklift at Plant	582.25

CDW-G	Printer	228.47
Chudy Paper Co.	Toilet Tissue & Paper Towels	283.93
City Electric	Electrical Supplies	353.18
Creekside Sales & Service	Trimmer, maintenance supplies, trimmer repair	414.97
Cummins Northeast	Repair to Cooling System/Generator at East Canal Rd PS	719.10
Evoqua	Lab Grade Water	355.31
Fisher Scientific	Lab Supplies	134.85
GHD	June Monthly Retainer	750.00
GHD	Flow Study Implementation (Project #631132)	10,940.00
GHD	Screen Room Ventilation Project (Project #631139)	2,250.00
Greater Niagara Mechanical	Repair Control Room Blower	124.50
Greater Niagara Newspaper	Ad for Roof Replacement & Ventilation System	456.60
Gui's Lumber	Maintenance Supplies	33.10
Hach Company	Flow Meter Probe	908.00
Isle Chem	Lab Analysis	2,536.50
JP Industrial	Maintenance Supplies	240.72
Kandey Company	Mapleton Road PS Improvements - Final Payment	19,568.85
Knaebe, Egon	Travel Mileage/tolls for Continuing Education Seminar	78.93
Koshinski, Jacob	2015 Clothing Allowance	200.00
Lubrication Engineers	Oil for Compressors & Turbines	820.80
Modern Corporation	Dumpsters	175.27
Moley Magnetics	Keypad for Sludge Pumps/Variable Speed Drive Keypad	505.54
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Vehicle Maintenance Supplies	43.44
North Central Laboratories	Laboratory Supplies	288.88
NSI Lab Solutions	Laboratory Supplies	970.50
Occustar	First Aid Training for 4 Employees	435.00
Polydyne Inc.	Polymer	15,042.00
Praxair	Maintenance Supplies	106.56
PVS Technologies	Ferrous Chloride Solution	2,049.50
Ronco	Maintenance Agreement/Phone System	367.50
RTC	Settleable Solids (Laboratory Supplies)	396.00
Sampson Cleaning Services	Cleaning for June 27, July 5, July 11 & July 18, 2015	280.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Southworth-Milton	Repair Emerg. Generator/Plant & Townline Rd/Mapleton Rd	4,986.46
Staples	Office Supplies	21.33
Town of Wheatfield	Gas for Maintenance Vehicles	1,406.76
Uline	Maintenance Supplies	199.63
Vona, P. Andrew	Monthly Retainer-June 2015	2,500.00

Wendt's Propane & Oil Service	Propane	65.50
WW Grainger	Hose Clamp, Measuring Stick, Electrical Supplies, Digital Hygrometer, batteries, high temp wire, dehumidifier for PS	1,256.36
Zep Sales & Service	Maintenance Supplies	105.50

	TOTAL	\$ 99,402.95
<b>TOTAL FORWARDED</b>		<b>\$ 51,063.88</b>
<b>TOTAL APPROVED O&amp;M</b>		<b>99,402.95</b>
<b>GRAND TOTAL APPROVED</b>		<b>\$150,466.83</b>

This motion was carried.

Review of the June 2015 Financial Report showed an Operation and Maintenance balance of \$8,122,244.58.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Sewer District's June 2015 Financial Report be approved as presented. This motion was carried.

#### **Communications:**

1. FOIL Request - Mr. Blodgett reported that the District received a second FOIL request from Jacqueline Ebner. Mr. Blodgett stated that she did not respond to the June 15, 2015 deadline date for her first FOIL request and has submitted a second request for the same information. We have sent her another response letter giving her a new date of August 31, 2015 to call the District and schedule an appointment to view the materials which she has requested.

#### **Old Business:**

There is nothing new to report this month.

#### **Chief Operator's Report:**

There is nothing new to report this month.

#### **Administrative Directors Report:**

a. Plant Truck - Mr. Blodgett reported that after having provided notice to each Member Town of the availability and opportunity to inspect the plant's old 1998 Chevrolet 2500 regular cab with Meyers plow and Fisher salt spreader, the District received two notices of interest and purchase offers for said truck, one from the Town of Niagara in the amount of \$1,250, and one from the Town of Cambria in the

amount of \$5,500. Mr. Blodgett stated that the Town of Cambria was the highest bidder and that it has been determined to be acceptable in consideration of the age, style, and condition of said truck and plow package.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the bid from the Town of Cambria in the amount of \$5,500 for the purchase of the District's 1998 Chevrolet 2500 regular cab with Meyers plow and Fisher salt spreader. This motion was carried with Commissioner Ellis of the Town of Cambria abstaining from the vote.

b. Budget - Mr. Blodgett distributed a copy of his tentative 2016 Budget to the Board for review and discussion. He stated that the budget is to be completed by early September. He stated that his tentative budget contains a 0.98% increase from the 2015 budget and that historically the average has been 1.133% over the past five years (2010-2015). Mr. Blodgett reported that the tentative budget includes scheduled 2016 Operations & Miscellaneous Equipment Projects, various Repairs & Maintenance Projects and Professional Services and Compliance-Related Projects. He stated that two large annual bond payments will come off of our scheduled debt service in 2019. Mr. Blodgett stated that the 2016 budget is due to the county on September 11, 2015.

c. County Audit - Mr. Blodgett reported that as part of interdepartmental cooperation with the ongoing audit at the County, two auditors with the State Comptroller's Office came to the Plant on July 9, 2015 to discuss the District's general operations and purchasing procedures. Mr. Blodgett stated that the meeting went very well.

d. Financials - Mr. Blodgett distributed and discussed the District's 2014 audit report from Toski & Company. He highlighted in the report that the District's fund balance was just over 4 million dollars, which is down from last year largely due to additional capital expenditures for emergency repairs. Mr. Blodgett again pointed out in the report that our indebtedness from bonds issued in 1998 for capital

projects will be paid off in 2019. The funds budgeted annually for these payments will then be able to be targeted towards additional capital and other District Projects needed for our aging infrastructure.

e. Teamsters Negotiations - Mr. Blodgett reported that there is a meeting scheduled for Monday, July 27, 2015 to continue contract negotiations. He stated that he will report any progress back to the Board as things develop.

f. Annual I/I Projects - Mr. Blodgett reminded the Board to submit their individual Town's I/I project requests for the \$20,000 reimbursement available to them for the 2015 calendar year as soon as possible.

**Engineering Report:**

1. General Retainer (CRA Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None
2. Development of new 10-Year Capital Improvement Plan (CRA Project No. 631024)
  - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan. Preliminary planning meeting held with NCSD.
  - BOARD ACTION REQUESTED – None
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
  - Project is complete. Final payment sent to NCSD.
  - BOARD ACTION REQUESTED – None
4. Flow Study Implementation Project (CRA Project No. 631132)
  - BioWin modeling dry weather data received. Turbidity meter installed and recording data. Project underway.
  - BOARD ACTION REQUESTED – None

5. WPCC 2015 Roof Replacement Project (CRA Project No. 631123)
  - Notice to Proceed issued on July 7, 2015.
  - BOARD ACTION REQUESTED – None
6. 2015 District I/I Project (CRA Project No. 631143)
  - CCTV priority work list being created. Project underway.
  - BOARD ACTION REQUESTED – None
7. Wet Well Ventilation Project (CRA Project No. 631139)
  - Bid opening complete on July 15, 2015. One bid received.
  - **BOARD ACTION REQUESTED – Discuss/Recommend Award of Contract**

Mrs. Misiti presented a letter dated July 17, 2015 to the Board stating that one bid was received for the Influent Pump Station Screen Room Ventilation Project from Custom Sheet Metal Contracting LLC in the total amount of \$362,950.00. After several attempts to contact potential bidders by GHD, Mrs. Misiti stated that due to the current local construction climate, many of the construction companies stated that they are extremely backlogged with work and are not bidding on projects. She stated that Custom Sheet Metal Contracting has done similar work successfully. Mrs. Misiti recommended the Board award the bid of the Influent Pump Station Screen Room Ventilation Project to Custom Sheet Metal Contracting LLC in the total bid amount of \$362,950.00.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby award the Influent Pump Station Screen Room Ventilation Project from Custom Sheet Metal Contracting LLC in the total bid amount of \$362,950.00. This motion was carried.

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by James Riester and seconded by Dennis Brochey the meeting adjourned at 3:50 p.m.